



REQUEST FOR PROPOSAL

MAASE

CONTRACT POSITION - INSTRUCTIONAL LEARNING NETWORK FACILITATOR

General Information

The Michigan Association of Administrators of Special Education (MAASE) is a statewide professional organization that includes 800+ members across five regions in Michigan. Our mission is to provide opportunities for leadership development, collaboration, and advocacy. We do this in partnership with our members to shape policies and practices to improve outcomes for students with disabilities.

The MAASE Special Education Instructional Network is a statewide professional learning community designed for special education teachers, consultants, coaches, coordinators, and administrators who are committed to strengthening instructional practice and improving outcomes for students with disabilities.

Submission and Response

Email submissions to Angel Davis at MAASE at angeldavis@maase.org.

Submission deadline: Monday, August 20, 2026 at 11:59 PM

Submissions will be acknowledged as they are received. MAASE staff will review proposals.

Opening of Proposals

Proposals, modifications, or corrections received after the closing time on 8/20/2026 will be considered late and will not be opened. If only one proposal is received in response to the RFP, the MAASE staff may either make an award or re-solicit for the purpose of obtaining additional proposals at their discretion. MAASE reserves the right to reject all proposals.

Purpose

The Instructional Learning Network Facilitator serves as the lead coordinator and facilitator for a statewide professional learning network. This contractor is responsible for designing engaging learning experiences, coordinating guest speakers and presenters, facilitating meaningful discussions, and fostering collaboration among participants. The facilitator ensures each session is

relevant, well-organized, and focused on improving instructional leadership and educational outcomes.

Key Responsibilities

Network Leadership

- Plan and facilitate regular Instructional Learning Network meetings.
- Develop meeting agendas aligned with network goals and participant needs.
- Foster a collaborative, inclusive environment that encourages discussion and professional learning.
- Guide conversations using effective facilitation protocols and adult learning strategies.

Speaker & Content Coordination

- Identify, recruit, and coordinate guest speakers and subject matter experts.
- Prepare presenters by communicating meeting objectives, audience needs, logistics, and timelines.
- Collaborate with presenters to ensure sessions are practical, engaging, and aligned with network priorities.
- Manage presentation materials before and after meetings.

Participant Engagement

- Build relationships with network members and encourage active participation.
- Facilitate networking opportunities and peer-to-peer learning.
- Monitor participant feedback and recommend improvements to future sessions.
- Support follow-up communication and resource sharing.

Meeting & Project Management

- Coordinate meeting schedules and logistics.
- Collaborate with MAASE staff to ensure meeting technology, registration, and communications are completed.
- Track attendance and participation as requested.
- Maintain shared resources and documentation.

Desired Qualifications

- Experience facilitating professional learning for educators or educational leaders.
- Strong understanding of instructional leadership, curriculum, school improvement, or educational systems.
- Exceptional communication and facilitation skills.
- Ability to coordinate multiple stakeholders and manage timelines.
- Experience planning virtual and/or hybrid learning events.

- Highly organized and self-directed.
- Proficiency with Google Workspace, Zoom, and collaborative digital tools.

Preferred Experience

- Experience leading communities of practice or professional learning networks.
- Knowledge of Michigan education initiatives and instructional improvement efforts.
- Experience working with school or district leaders.

Contractor Expectations

- Work independently while collaborating closely with MAASE leadership.
- Attend planning meetings as needed.
- Deliver high-quality facilitation and participant support.
- Maintain timely communication and meet agreed-upon deadlines.

Deliverables

- Facilitation of scheduled network meetings.
- Meeting agendas and supporting materials.
- Coordination of guest speakers and presenters.
- Follow-up resources and communication after each session.
- Recommendations for continuous improvement based on participant feedback.

Instructional Network Dates:

Through engaging monthly virtual sessions, participants connect with colleagues and statewide experts to explore evidence-based instructional practices, Specially Designed Instruction (SDI), High-Leverage Practices (HLPs), Essential Instructional Practices, dyslexia supports, and other emerging topics shaping special education. Together, we'll connect statewide initiatives, share practical strategies, and build the knowledge and confidence needed to improve instruction for every learner.

Designed with busy educators in mind, the network offers flexible evening sessions where cameras are optional and participation is welcomed in whatever way works best for you. Whether you actively engage in discussion or simply listen and reflect, you'll leave with practical strategies, valuable resources, and meaningful connections that support your work.

Dates: Sept 17, Oct 15, Nov 19, Dec 17, Jan 21, Feb 18, Mar 18, Apr 15, May 20, Jun 17

Terms & Compensation

MAASE expects the terms of the contract position to be a 10 month term, beginning September 2026 through June 30, 2027.

- The standard daily rate for MAASE contractors is \$86.25 per hour
- Estimated availability - 4.5 hours per month
 - 1.5 hours of facilitation
 - 3 hours for planning

Compensation for the term of this contract position equates to 45 hours.

All RFP responses should include the following components:

Cover Letter

Describe your interest in the project and relevant experience.

Company Background / Resume

Provide a current resume or curriculum vitae. If applicable, also provide:

- A description of your company and its overall purpose/mission
- Description of products and services provided
- Bios for each individual who will be assigned to this work

Client References

Vendors must supply at least three (3) professional references familiar with your work leading similar statewide, grant-funded, educational, or organizational initiatives. Please provide the following information:

- Entity Name
- Address
- Contact Name
- Phone Number
- Dates of engagement with the client

Scope of Work

The response should include:

- What is listed in the “Purpose” section above that your company can provide.
- What is listed in the “Purpose” section above is not something your company can provide (if anything).

The selected Vendor is expected to assign a Project Manager to work alongside MAASE appointed staff. The proposal should explain the typical roles and tasks assigned to both MAASE and the Vendor, including estimated time commitments. Both MAASE and the Vendor will be responsible for working cooperatively to meet the outcomes outlined above. MAASE will hold the Vendor responsible for meeting key milestones agreed upon by both parties.

Required Features/Capabilities

- Strong project and program management skills with the ability to lead multiple complex initiatives simultaneously.
- Experience designing and implementing professional learning, workforce development, or educational programs.
- Knowledge of adult learning principles, instructional design, and educational systems.
- Experience working with educators, paraeducators, school districts, and statewide education organizations.
- Strong relationship-building, facilitation, negotiation, and stakeholder management skills.
- Experience with project management software (e.g., Asana), learning management systems, CRM platforms, and data reporting tools.
- Ability to analyze data and use findings to drive strategic decision-making and continuous improvement.
- Excellent written, verbal, organizational, and presentation skills.

Leadership Reflection

Please submit a one-page (maximum) narrative describing a comparable initiative you have led. Include:

- A brief description of the project.
- Your specific role and responsibilities.
- How you coordinated partners, consultants, and stakeholders.
- The greatest implementation challenge you encountered and how you addressed it.
- The outcomes or impact of the initiative.
- How those experiences would inform your approach to leading this project.

Evaluation Process

MAASE will evaluate proposals through a three-stage process:

- Proposal review
- Reference checks
- Virtual and/or in-person interview

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience leading projects of similar size and complexity.
- Relevant expertise in the content area.
- Experience managing grants, contracts, timelines, budgets, and stakeholders.
- Strength of professional references.
- Quality of the Leadership Reflection.
- Ability to collaborate effectively with MAASE staff and statewide partners.
- Overall value provided to MAASE.

Reasonable Accommodation Statement

If you require reasonable accommodation to complete a proposal submission, or to otherwise participate in this RFP process, please contact Angel Davis at angeldavis@maase.org or 517-618-9593.

General Information

- Any cost incurred by respondents in preparing and submitting a response to this RFP shall be the respondent's sole responsibility.
- All responses, inquiries, or correspondence relating to this RFP will become the property of MAASE when received and will not be returned.
- MAASE reserves the right to accept or reject any submittals.
- MAASE reserves the right to award contracts as it deems will best serve the interests of MAASE, including award of the services being sought to one or more of the applicants.
- Any questions related to this RFP should be directed to Angel Davis at angeldavis@maase.org